

**Brittany E. Lutz**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, February 16, 2023 11:31 AM  
**To:** BOCC Consent  
**Subject:** Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

**\*\*EXTERNAL EMAIL\*\***

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## OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Debbie Gonzalez-Long
Dept/Committee	New Hope
Date of Request	2/16/2023
Travel Type	Out of State Travel
Departure Date	4/10/2023 7:00 AM
Return Date	4/14/2023 9:00 PM
Grant	Yes
Fund/Dept	128
Destination (City, County, State)	Chicago, Ill
Purpose of Travel	End Violence Against Women International Conference
Hotel - GSA Rate	216
Hotel - Nightly Rate	216
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	864
Conference Fee	695
Daily M&IE at Destination	79
Rental Car Cost per day	0

Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	n/a
Air Carrier	American & Delta
Cost of Flight	675
Total trip cost (Include all cost totals)	1894
Preparer's Name	Suzi Fode
Preparer's Title	department head- Director
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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